

UHB2422
ADVANCED ENGLISH FOR ACADEMIC WRITING

INTRODUCTION

NUR-AL HUDA HASHIM



STRUCTURE OF REPORT

Preliminary Section

Title Page

Letter of Transmittal*

Abstract

Acknowledgement

Table of Contents

List of Abbreviations

List of Symbols

List of Tables

List of Figures

List of Appendixes

Main Section

Introduction

Literature Review

Methodology

Findings and Discussion

Conclusions

Recommendations

Supplementary Section

References

Appendices

Preliminary Section

Title Page

Letter of Transmittal*

Abstract

Acknowledgement

Table of Contents

List of Abbreviations

List of Symbols

List of Tables

List of Figures

List of Appendixes

Main Section

1. Introduction

2. Literature Review

3. Methodology

4. Findings and Discussion

5. Conclusions

6. Recommendations

Supplementary Section

References

Appendices

TITLE OF REPORT

Choose a topic that...

- can sustain **interest** over a long period of time
- shows researcher's **mastery** of subject & method
- can make a **contribution** to humankind
- consider researcher's **capabilities** and **limitation**
- is not **overly ambitious**

INTRODUCTION

previews content of the report

provides initial frame of reference to assist
comprehension and assessment

explains reasons for the study, scope and limitations (such as
time, personnel and material) imposed

reviews theoretical framework and earlier research
in the same area

COMPONENTS OF 'INTRODUCTION'

1. **Background of the Study**
2. **Statement of Problem**
3. **Purpose**
4. **Objectives of Study**
5. **Research Questions**
6. **Significance of the Study**
7. **Scope**

1. BACKGROUND OF THE STUDY

“... provides readers with essential background info of the **relationship** between **specific topic** of research and the **general area of study**”

Background of the Study

... states the **problem**, the **issue**, the **opportunity**, or **situation** that **initiates** the **proposed research**

Background of the Study

...provides an understanding of the **issue** or **problem** studied and the **reasons** for doing the research

Background of the Study

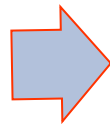
... explains the **importance** of the topic
and the **rationale(s)**

Information that can be included in Background of the Study

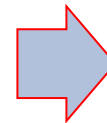
- **Definition**
- **Causes and effects**
- **Methodology**
- **Historical background**
- **Problems/issues**
- **Comparisons of ideas/methods used**
- **Advantages and/or disadvantages**

3 Steps to Writing Background of the Study

General
statement of fact
related to study



More **specific**
statement about
the issues or
problems already
studied
by other
researchers



Statement that
indicate the **need**
for more
investigation

2. STATEMENT OF PROBLEM

“... a single statement that **defines the issue or problem investigated** in the study, accompanied by other paragraphs that further elaborate on the issue or problem”

3. PURPOSE OF THE STUDY

“... contains broad and extended discussion on the reasons the study is/was conducted and the overall intentions of the study”

4. OBJECTIVES OF THE STUDY

... states **what** you propose **to find out**

Action Verbs for Purpose/Objective

To ascertain

To reveal

To describe

To decide

To identify

To explore

To discover

To examine

To compare

To assess

To investigate

To evaluate

To recognise

To measure

To find out

To present

To provide

To determine

5. RESEARCH QUESTIONS

... list **questions** that you need to find
answers to

Research Questions

- **guide discussions** about the topic
- **stimulate readers' interest**

Research Questions

... are **related to purpose and objectives**
of study

6. SIGNIFICANCE OF THE STUDY

... discusses the **benefits** of doing the proposed research and the **advantages** that come from approving it

7. SCOPE

- shows **direction** of research
- states **boundaries** or parameter of study
- outlines **method** of investigation used in study

Components in Scope

- **What to be examined or compared**
- **Sample size**
- **Methodology**
- **Equipment / Data collection instrument**
- **Duration**

Reference

Norazman Abdul Majid, Masdinah Alauyah Md Yusoff, Tina Abdullah, Sahirah Marzuki, Zanariah Md Salleh, Faruk Muhammad, Siti Aishah Abd Hamid, & Rohayah Kahar. (2007) *Academic Report Writing: From Research to Presentation*. Petaling Jaya, Malaysia: Prentice Hall.